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Administration Committee  
October 10, 2005

***Summary Minutes***

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**THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.**

The Administration Committee held its meeting at the SCAG offices, Downtown, Los Angeles. The meeting was called to order by Dennis Washburn, Vice Chair, Calabasas. There was a quorum.

**Members Present**

Baldwin, Harry	City of San Gabriel
Burke, Yvonne	City of Los Angeles
Garcia, Lee Ann	City of Grand Terrace
O'Connor, Pam	City of Santa Monica
Ovitt, Gary	City of San Bernardino
Pettis, Greg	City of Cathedral City
Roberts, Ron	City of Temecula
Robertson, Deborah	City of Rialto
Washburn, Dennis ( <b>Vice Chair</b> )	City of Calabasas
Young, Toni	City of Port Hueneme

**Members Not Present**

Aldinger, Jim	City of Manhattan Beach
Bowlen, Paul	City of Cerritos
Dixon, Richard	City of Lake Forest
Edney, Jon	City of El Centro
Loveridge, Ronald	City of Riverside
Lowenthal, Bonnie	City of Long Beach
Mikels, Judy	City of Simi Valley
Nelson, Larry	City of Artesia
Smith, Greig	City of Los Angeles
Tyler, Sid ( <b>Chair</b> )	City of Pasadena

**New Members**

Edney, Jon	City of El Centro
Lowenthal, Bonnie	City of Long Beach
Smith, Greig	City of Los Angeles

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Administration Committee  
October 10, 2005

***Summary Minutes***

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**1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE**

Hon. Dennis Washburn, Vice Chair, Calabasas, called the meeting to order at 9:16 a.m.

**2.0 PUBLIC COMMENT PERIOD**

None

**3.0 CONSENT CALENDAR**

**3.1 Approval Item**

3.1.1 Action Minutes of September 1, 2005

3.1.2 Contracts Over \$250,000

3.1.3 California Association of Governments (CALCOG) Membership Dues

3.1.4 National Association of Regional Councils (NARC) Membership Dues

**3.2 Receive and File**

3.2.1 Contracts/Purchase Orders \$5,000 to \$250,000

*Motion by Pettis to approve the Consent Calendar, Seconded by Robertson, then unanimously Approved by the Committee.*

**4.0 ACTION ITEMS**

**4.1 Reimbursement for RC Travel of FY 04/05**

Heather Copp, CFO, requested that funds from the current travel budget, not to exceed \$1500, be used to reimburse travel expenses for Regional Council members for the 2004/2005 fiscal year.

*Motion by Baldwin to approve, Seconded by Garcia, then unanimously Approved by the Committee.*

**4.2 Sub-regional Indirect Cost Reimbursement Policy**

Heather Copp, CFO, requested that Committee amend the sub-regional indirect costs conditions imposed by the Regional Council in 2001. Staff recommends that these requirements be eliminated as of July 1, 2006, and replaced with simplified policy conditions:

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Administration Committee  
October 10, 2005

---

*Summary Minutes*

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- The sub-regional agency has an Indirect Cost Allocation plan approved for the subject fiscal year by Caltrans or the sub-regional agency's cognizant agency.
- Prior to seeking reimbursement for incurred indirect costs, the sub-regional agency must forward to SCAG a copy of their approved Indirect Cost Allocation Plan (ICAP).
- Sub-regions can only be reimbursed for indirect overhead in a given fiscal year if an approved ICAP is submitted to SCAG no later than 30 days after the in end of the subject fiscal year.

*Motion by Robertson to approve the indirect cost policy amendment, Seconded by Roberts, then unanimously Approved by the Committee.*

**4.3**    Sponsorship of CALSTART's 2<sup>nd</sup> 2020: California Transportation Energy Future Conference

Sylvia Patsaouras, SCAG, requested \$2000 for a clean air sponsorship. This conference will recognize leaders and their air quality related efforts. The conference is schedule for December 1<sup>st</sup>, at the Los Angeles Convention Center. This conference is pre-approved item in the SCAG budget.

*Motion by Roberts to approve sponsorship, Seconded by Robertson, then unanimously Approved by the Committee.*

**4.4**    FY 06/07 Priorities/Outcomes

Heather Copp, CFO, reviewed the matrix of priorities and outcomes with the Committee. The purpose of this exercise is to reconcile regional priorities with activities to obtain a successful outcome. Some of the feedback received by the Committee includes:

- A quarterly summary will be given to the Administrative Committee and Regional Council on the progress toward the outcomes, goals, and activities.
- Staff will directly tie the projects to the outcomes
- A monthly report will be generated for the FY 06/07 budget process that shows timelines for presentation of budget information and decisions to date.
- Staff will provide information that shows the various sub-regional activities as they relate to the Regional Council outcomes.

*Motion by Young to Approve FY 06/07 Budget Outcomes, Seconded by Pettis, then unanimously Approved by the Committee.*

**5.0**    INFORMATION ITEMS

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Administration Committee  
October 10, 2005

***Summary Minutes***

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**5.1 Monthly Financial Report**

Heather Copp reported:

- 1<sup>st</sup> Quarter Report should be ready by the next meeting
- Bank Line of Credit has not been used in over a year
- KMPG has conducted annual audit and are in the process of completing the final report, and potentially approved and released by December 2005.
- Caltrans is currently conducting an OWP Audit for fiscal years 2002/2003; 2003/2004; and 2005/2005.
- WRCOG Indirect Cost Reimbursement Request meeting is tentatively rescheduled for November 10, 2005.
- New Format – Administrative Items to the Regional Council is now submitted under consent to expedite the process.

**5.2 CFO Report**

See Monthly Financial Report

**6.0 FUTURE AGENDA ITEMS**

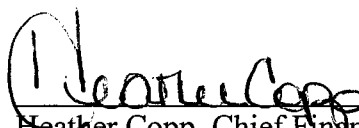
- Deborah Robertson suggested a workshop to discuss regional needs framework for RHNA

**7.0 ANNOUNCEMENTS**

**8.0 ADJOURNMENT**

Hon. Dennis Washburn adjourned meeting at 10:50 a.m. The next meeting of the Administration Committee will be held at SCAG on Thursday, November 3, 2005.

**Summary Minutes Approved by:**



Heather Copp, Chief Financial Officer  
Staff to the Administration Committee